



Alaska Industrial Development and Export Authority

Job Description

PCN (s)	08-0469
JOB TITLE	CONTRACTING OFFICER
LOCATION	ANCHORAGE
RANGE	FLEX 20/22
REPORTS TO	CHIEF OPERATING OFFICER 08-0466
FLSA EXEMPT	YES
REVIEWED BY (NAME AND DATE)	TIM SANDSTROM, JULY 2022
APPROVED BY (NAME AND DATE)	MEGAN SCHMIDT, JULY 2022
EFFECTIVE DATE	8/1/2022

POSITION PURPOSE:

Manages and coordinates procurements for AEA from request to completion.

ESSENTIAL FUNCTIONS:

Solicit and Award Contracts

- Manages bids and proposals, including the negotiation and issuance of contracts. Works directly with project managers providing support during the procurement process. Procures supplies and services by preparing, soliciting, evaluating, negotiating, awarding, administering, and managing contracts. Responsible for informal and formal construction and non-construction procurement of services, equipment, transportation, maintenance, materials, and repairs. Negotiates high visibility, politically sensitive and complex contracts. Develops agreements and processes that result in both the expenditure of funds and generation of revenue.
- Advises on method of procurement in accordance with applicable state procurement codes, federal laws, and regulations applicable to federal-aid contracts. Provides guidance (logistics and scheduling) to project and program managers. Works with project and program managers to develop scopes of work and award criteria for formal procurements. Performs competitive market research.
- Processes and publishes formal solicitations and establishes contracts in accordance with applicable state procurement codes, federal laws, and regulations as are applicable to state and federally funded projects. Receives responses; evaluates bids; negotiates contract terms, price, non-standard terms and conditions; and awards contracts for a variety of projects and services, including professional services, construction materials, non-construction goods, and maintenance and repairs within delegated authority.
- Drafts original documents requiring substantial independent judgment to select and develop methods to reach an agreement.

- Leads evaluation committee members on application of award criteria, and oversees evaluation meeting and process.
- Advises on determinations with respect to solicitation protests, appeals, claims and contract disputes within department delegated limits. Represents the Authority's interest when preparing for litigation.

Contract Management and Compliance

- Administers contracts; prepares rate and cost adjustments, coordinates time extensions, incorporates change orders, issues cure notices, signs letters and terminates contract when required. Monitors contract expiration and expenditure levels. For contracted services that require on-going services (such as banking services), proactively facilitates the renewal to ensure a renewal/new contract in place before the old contract expires and to minimize the need to issue a contract extension.
- Monitors contractors on federally funded projects to ensure compliance with applicable DBE/MBE, EEO, and other federal-aid contract requirements.
- Assists project and program managers with contract transactions unique to AEA. Tasks include advising on applicable laws and procedures based on the nature and type of expenditures, contacting the Department of Law and coordinating with the Project Managers and Executive Director as required.
- Provides support for AEA construction services, materials, and professional services as needed. This includes peer review of documents, bid openings/evaluation of proposals, and the review of claims and protests.
- Provides reports to management on contract status.
- Responsible for complex, high dollar payment reviews, resolutions, claims, and authorizations, and the processing and handling of insurance and bond claims and reimbursements. This position reads and interprets contracts, specifically contract payment and billing terms, researches statutes, and independently works with vendors to resolve invoice disputes. This position also provides oversight of complex invoice review for goods, services, or professional services, identifies situations that require contract amendments and initiates process to execute amendment prior to future work. Obtains proper levels of insurance for projects or ensures current certificate is submitted from Contractor(s) and monitors and maintains contractor's insurance certificates. Notifies Contractor(s) when certificate is expiring and ensures new certificate is obtained or provided.
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- Performs contract administration activities for AEA contracts ensuring vendors are operating within the confines of the terms of their agreements.
- Reviews grantee procurement policies and procedures and make determinations as to applicable laws based on the type of funding source.

Other Duties

- Assist with the development and implementation of policies, procedures, and standards for the Authority's procurement and contracting functions. Responsible for the title VI DBE Program. Trains, coaches, and advises staff in procurement regulations, procedures and processes.
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- Develops, implements, manages, and enforces policies, procedures and standards for the Authority's procurement and contracting functions. Trains and counsels staff in procurement regulations, procedures and processes.
- If needed, in the absence of the Chief Procurement and Contracting Officer, may assume supervisory responsibilities, which could include supervision of staff and approval of contracts.
- Other duties as assigned

PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

While performing the duties of this job, the employee is frequently required to sit; use hands or fingers; handle or feel; talk and hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

TECHNOLOGY, EQUIPMENT, SYSTEMS, AND TOOLS

Requires advanced skills in word processing, database software, and spreadsheets. Requires basic skills with email and general office equipment.

CRITICAL KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong knowledge of procurement procedures used in government agencies for both routine and non-routine procurements and the means of justifying their use.
- Skill in analyzing complex issues and situations, ability to draw logical conclusions, propose viable solutions and courses of action.
- Exemplify a high level of reading, interpreting, explaining and applying complex rules, regulations and procedures.
- Ability to communicate effectively with others, both orally and in writing. Ability to deal firmly and tactfully with the public, vendors and managers. Also must have strong and concise writing skills.
- Ability to perform detailed research and strong personal computer knowledge. Some basic business law and accounting skills are desired.
- Familiarity with requirements in the solicitation documents, contract terms, and the state requires.
- Knowledge of differences between individual funding source rules unique to the funding agencies. Dealing with both state funds and many federal agencies that regulate funds that pass through the Authority. Researching the regulations is sometimes necessary. Compliance is a huge part of this position.
- Ability to perform business math; complex addition, division, multiplication, weights and measures.

DESIRED QUALIFICATIONS:

Bachelor's degree in business or a related field strongly preferred; 5 years-experience in a purchasing role in order to show proficiency soliciting competition, and knowledge of bidding, proposals and contract resolution. Must have knowledge of construction procurement and have or be able to obtain appropriate warrant certificates from Alaska Department of Transportation and the Department of Administration. CPM, CPSM, or CPPO certifications are also desired but not required.

DISTINGUISHING CHARACTERISTICS: (FOR FLEX POSITION)

Range 20

At least five (5) years-experience in a purchasing role in order to show proficiency soliciting competition, and knowledge of bidding, proposals and contract resolution.

Range 22

Consistently demonstrates mastery of procurements, including solicitations and awards; contract management and compliance; and the other duties in areas identified. Consistently demonstrates mastery of the critical knowledge, skills and abilities identified above. Effectively works and communicates with management, project managers, and others to find solutions and accomplish goals. Consistently performs duties with limited supervision.